

# **Copy Forward Job Aid**

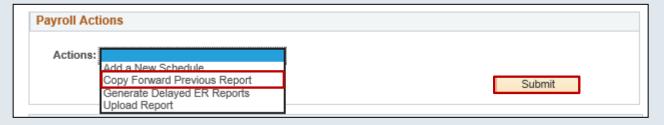
#### **Purpose:**

This job aid will identify the steps to copy a posted payroll report to a create a new report. Use this job aid to create a pre-populated monthly payroll report.

#### **Steps**

### **Screenshots**

- 1. Navigate to the ER Home Page: *Main Menu* > Core-CT HRMS > Pension > Employer Reporting > ER Home Page.
- 2. In the Payroll Actions section, select the "Copy Forward Previous Report".
- 3. Click the **Submit** button.



- 4. On the Copy Forward Employer Report page, use the magnifying glass to select:
  - Company = MSO
  - Department = MSO + Department Code
  - Schedule Name = Year of Payroll Report to be Created
  - Copy to Pay Period = Payroll Report to be Created
- 5. Click Add.



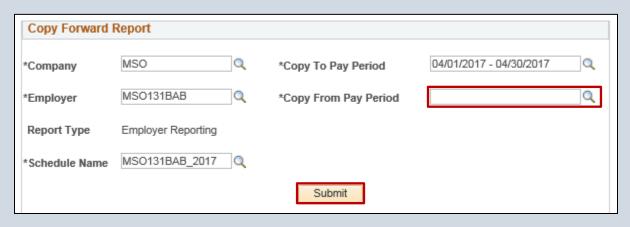


# **Copy Forward Job Aid**

# **Steps**

### **Screenshots**

- 6. In the Copy From Pay Period, use the magnifying to select the payroll report to be copied.
- 7. Click the **Submit** button.



8. The new report is created with the Report Status of **Submitted**.

